



September 28, 2021

Dear Members of Southeastern Virginia Chapter CAI,

We would like to invite you to attend the 2021 Annual Meeting of the Southeastern Virginia Chapter of Community Association Institute which is being held on Thursday, October 28, 2021 at 4:00pm. This year we are holding the annual meeting virtually, on Zoom. You will have an opportunity to meet the SEVA-CAI Committee Chairpersons and the 2021-2022 Board of Directors.

Annual Meeting Quorum and Proxy

Fifteen percent of the total membership in attendance or by proxy shall constitute quorum for the transaction of business at any duly called meeting of the members. At all meetings of members, each member may vote in person, by proxy or by mail ballot. A majority of those present in person, by proxy or by mail ballot and voting, shall decide an issue. The intent of this is to allow members to vote on all matters properly before the membership at an Annual or Special meeting in person, by proxy or by mail ballot. At any duly called meeting of the members at which a quorum is present, the act of a majority of the members present in person or by proxy shall be the act of the members on any matter, except where the act of a greater number of members is required by law.

All proxies shall be in writing and filed with the Secretary. Every proxy shall be revocable and shall automatically cease upon termination of membership in the organization. If a quorum is not present at any duly called meeting of the members, a majority of the members present may adjourn the meeting from time to time, without further notice, until a quorum is present.

A member entitled to vote may authorize, in writing, another person to act for such member by proxy, solely for the purpose of achieving a quorum. The writing may be executed by the Member or the Member's authorized officer, director, employee, or agent signing the writing, or causing the person's signature to be affixed to the writing, by any reasonable means, including a facsimile signature. No proxy shall be valid after 11 months, unless otherwise provided in the proxy.

Purpose of Annual Meeting

The purpose of the meeting is to announce the members elected to the Board of Directors for 2022. The governing documents of our Chapter require that the Nominating Committee nominate one person for each vacant position on the board.

The Nominating Committee was further advised that the nominees must be one Association Manager, two Business Partners, and one Community Association Volunteer Leader. The following is their slate of candidates:

Jennifer Williams, CMCA®, AMS®, PCAM®	Association Manager	<i>Three year term</i>
Jeffrey Hunn, Esq.	Business Partner	<i>Three year term</i>
Kathleen Panagis, Esq.	Business Partner	<i>Three year term</i>

In accordance with our association documents, on the election date, the SEVA-CAI Board of Directors Secretary shall cast a unanimous ballot for the slate of nominees presented by the Nominating Committee and the nominees shall be declared elected Directors of the Southeastern Virginia Chapter Community Associations Institute.

BUILDING BETTER COMMUNITIES

4867 Baxter Road Suite 104 | Virginia Beach, VA 23462 | **Phone** 757-558-8128 | **Fax** 757-558-8129

WWW.SEVACAI.ORG



Please complete the attached proxy and sign, date and return your proxy to the Chapter office no later than October 21, 2021. Incomplete or late proxies will not be counted. The purpose of the attached proxy is to establish quorum for the 2021 Annual Meeting.

The Annual Meeting will be held during the Virtual Spooktackular Networking Social. Space is limited, so make your reservation today at www.sevacai.org.

We look forward to seeing you at the Annual Meeting.

Sincerely,

Cariese Hinckley
Chapter Executive Director

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Annual Meeting *October 28, 2021*



The purpose of this proxy is to establish quorum for the 2021 Annual Meeting. This proxy revokes all proxies heretofore granted by the undersigned. Unless sooner revoked, this proxy shall remain in effect for a period of eleven (11) months.

I, _____, a voting member of SEVA-CAI, hereby give my proxy to the Board of Directors Secretary or President or to:

_____ for the purpose of establishing quorum on my behalf for a period of eleven (11) months from the date of this document.

This proxy may be revoked by retrieving this Proxy form from the Secretary or other person designated to receive proxies, at any time prior to the termination period. **Proxy is not valid unless completed in full.**

Member Name: _____ Membership ID Number: _____

Signature: _____ Date: _____

Please return your proxy by October 21, 2021 using any one of these methods:

Fax: 757-558-8129

Scan & Email to: info@sevacai.org

Mail: SEVA-CAI
4867 Baxter Road Suite 104
Virginia Beach, VA 23462

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